

<b>Accelerated SAP</b>		<b>BUSINESS PROCESS PROCEDURE</b>	
<b>State of Utah</b>	<b>Organization/Area: Time Administration</b>	<b>Payroll Department Report - Time Sheet Check List</b>	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Time Sheet Check List.doc	Release:	R/3 4.6C
Responsibility:	Time Entry Operator	Status:	Issued: 11/04/02    Revised:

## Overview

### Trigger:

It is time to begin entry of employee time data and the Time Entry Operator wants a list of all employees for which time sheets should have been received for data entry.

<b>Business Process Procedure Overview</b>
Time Entry Operators at the various State agencies enter employees' time based on the time sheets employees have submitted. To ensure they have received a time sheet from each employee, operators can check off the time sheets received against the names listed on the Time Sheet Check List report. The report also shows the default FINET charging the system will use to charge payroll costs whenever hours are entered with no associated FINET charging.

## Procedural Steps

### **1.1. Access transaction by:**

<b>Via Menus</b>	Time Entry Operator → Reports – other → Time Sheet Check List Report
<b>Via Favorites Menu</b>	Reports – other → Time Sheet Check List Report

Double click on Time Sheet Check List Report and the following screen will appear.

Last changed on:	Last changed by:	Version: 1.0	Page:
11/04/02	MAustin		1 of 4

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Input – Required Fields	Field Value
Payroll Area	Currently the state uses only one payroll area which is UB
Payroll Period	Period and year needs to be filled in according to “Period List” as distributed by Dept of Finance
Personnel number	Employee numbers are used to select specific employees – leave blank if Org. Key is used
Org. Key	Will identify the Agency, Low Org. and Distribution

- 1.2     Select the pay period for which you want a time sheets check list. You can select the current period or other periods. To select an “other period”, click the “Other period” button and enter the period number (1 through 26) and the calendar year.**
  
- 1.3     Normally you would leave the “Personnel number” field blank and use the agency Org. Key as the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the Personnel number field. When you click on the arrow, a box appears that**

Last changed on:	Last changed by:	Version: 1.0	Page:
11/04/02	MAustin		2 of 4

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allows you to enter multiple individual organization keys or a range of organization keys.

- 1.4** The “Organization key” field allows you to enter the Agency code followed by a blank, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, \*, in your selection criteria. For example, if you wanted to print time sheets for all employees in agency 100 and distribution code 1600, you should enter 100 \*\*\*\*1600. You can also select employees from multiple organization keys by clicking on the arrow to the right of the “Organization key” entry field. When you click on the arrow, a box appears that allows you to enter multiple individual organization keys or a range of organization keys.

- 1.5** Click on the Execute button and view the Time Sheet Check List to be printed. (See below)

Low Org	Dist Code	EIN	Employee Name	Fund	Agg	Org	Appr	Unit	Acte	Cat	Proj/Job	Func	Percentage
100	0480	0000	138678 HADDON, RICK	100	100	0480	FHC						100.00
100	0480	0000	119293 HARDING, DOUGLAS	100	100	0480	FHC						100.00
100	0480	0000	128317 HICKEY, MARY	100	100	0480	FHC						100.00
100	0480	0000	132161 HOUSE, DAVID	100	100	0480	FHC						100.00
100	0480	0000	117216 HOWE, RICHARD	100	100	0480	FHC						100.00
100	0480	0000	128564 KEINDL, RICHARD	100	100	0480	FHC						100.00
100	0480	0000	118486 KNOWLEDEN, MARK	100	100	0480	FHC						100.00
100	0480	0000	117821 ROMER, KENNETH	100	100	0480	FHC						100.00
100	0480	0000	118691 SIMPSON, LARRY	100	100	0450	FHC						50.00
100	0480	0000	111487 SMITH, JEFFREY	100	100	0480	FHC						100.00
100	0480	0000	113080 SORENSEN, CYNTHIA	100	100	0480	FHC						100.00
100	0480	0000	113951 TAYLOR, EVAN	100	100	0480	FHC						100.00
100	0480	0000	109788 WILCOX, STEPHANIE	100	100	0480	FHC						100.00
100	0480	0000	145200 WRIGHT, MARY	100	100	0480	FHC						100.00

Last changed on:	Last changed by:	Version: 1.0	Page:
11/04/02	MAustin		3 of 4

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- 1.6 To print the list, click on the print icon, or choose File → Print from the screen heading toolbar. Your printer will default, if you choose to print on another printer, change the printer by clicking on the drop down list, and choose an alternative printer.
- 1.7 Click on the Print button. After printing has completed, check off the time sheets that have been received and follow up on the missing time sheets.
- 2.1 Advanced selection options. You may choose to save your selection before you execute the program. This is called “Saving a variant”. This step can be completed after step 1.4 before clicking the Execute button. Variant are tied to your User Id, therefore it is your own personal selection options. To save a variant, click the Save button after validating the screen in step 1.8. Enter a name for your Variant, and a short description. Hit the Save button again. Your variant had been saved. Next time you need to execute this report, you will click the variant button, choose your variant (you may have multiples of different agency/org etc) and execute the program without having to fill out the fields.

Last changed on:	Last changed by:	Version: 1.0	Page:
11/04/02	MAustin		4 of 4